

MEMORANDUM

TO: Missouri Public Libraries  
FROM: Barbara Reading, Director of Library Development  
DATE: April 28, 2006  
SUBJECT: Certifications for 2007

As you may be aware, public libraries are subject to six certification and reporting requirements. To assist you with this process, we are sending one copy of each certification from you will need to fulfill these requirements. The forms are also available online at <http://www.sos.mo.gov/library/development>. Simply click in the left side menu on "Public Library Certifications".

The six certification requirements are as follows:

- Certification of Compliance;
- Technology Plan Update;
- State Aid Application Form;
- List of Trustees;
- Summer Reading Program Evaluation and
- Annual Statistical Data Survey.

A brief explanation of each and a comprehensive checklist are included for your reference.

**1. Technology Plan**

To be eligible for E-rate discounts, each public library receiving Internet access through the REAL program must have a Technology Plan approved by the State Library. Plans are authorized for up to three years and most Missouri libraries submitted comprehensive Technology Plans in 2004.

However, please use the enclosed form from to indicate if significant changes to your library's computer network have occurred in the last year, and if so what those changes were. If you submitted a Technology Plan in 2004 or 2005 and do not have any significant changes, please check the appropriate box on the enclosed "Technology Plan Update" form. This update form must be submitted by **June 16, 2006**.

**2. Certification of Compliance**

Public libraries must comply with the requirements of the Children's Internet Protection Act (CIPA), RSMo 182.825 and RSMo 182.827. You will need to indicate the type of filter service you use. If your library chooses not to filter, to comply with the law you must have an approved policy that protects minors from material deemed pornographic for minors.

The Certification of Compliance must also be submitted no later than **June 16, 2006**.

**3. State Aid Application Form** and **4. List of Trustees**

The state aid application forms are also available online but since they require official signatures and notarization, they must be printed and sent in by mail. A list of members of each public Library Board, called a List of Trustees, must also be submitted with the state aid application forms. Both the State Aid Application and the List of Trustees must be submitted by **June 30, 2006**.

## 5. Summer Reading Program Evaluation

Your evaluation of the 2006 children's program *Paws, Claws, Scales & Tales* and the teen program, *Creature Feature*, is helpful to us for planning the 2007 Summer Reading Program. Please complete and submit the form online, or mail by **September 8, 2006**.

## 6. Annual Statistical Data Survey

For the past two years, we collected the Annual Library Statistics Survey using the Bibliostat software program. We will continue to use this program, because it expedites data collection and allows us to provide statistical information back to you in a timely manner. All public libraries must submit their data online, except for libraries without Internet access, or those that are open fewer than 30 hours per week. Those libraries will be allowed in 2006 to continue to submit statistical reports by mail. The 2006 form will be available for online submission starting October 2, 2006 and the deadline is **October 30, 2006**.

If you have questions regarding the enclosed materials, please call the Library Development division at 1-800-325-0131 (in state use only). If you experience difficulty completing or printing any of the forms on our website, please contact us and we will mail or fax a paper form to you.

### 2006 - CHECKLIST – 6 items for Public Library Certification

<b>WHAT?</b>	<b>WHEN?</b>	<b>WHO SIGNS?</b>	<b>Notarized?</b>
Certification of Compliance	Friday, 6-16-06	Director and Board President	No
Technology Plan Update	Friday, 6-16-06	Director	No
State Aid application form	Friday, 6-30-06	Director and Board Treasurer	YES
List of Trustees	Friday, 6-30-06	Director and Board President	No
Summer Reading Program evaluation	Friday, 9-8-06	Director or Children's Librarian	No
Annual Statistical Data Survey	Monday, 10-30-06	Director	No

*Please direct any question or clarifications to:*

**Michaela Hansen**  
Library Administration Consultant  
1-800-325-0131 ext. 11 (in state) OR  
(573) 751-0158  
[michaela.hansen@sos.mo.gov](mailto:michaela.hansen@sos.mo.gov)



## Documents to file with the Missouri State Library – 2006

See 'Public Library Certifications' link on Web site at [www.sos.mo.gov/library](http://www.sos.mo.gov/library).

All dates are for postmark of materials or completion of Web-submitted forms.

Description	Form type	Due
<b>Technology Plan</b>		
<i>Comprehensive Technology Plan must be submitted every 3 years for eligibility for E-rate discounts. All libraries participating in the REAL Program must file. Update form required annually. State Library will send certification form showing acceptance.</i>	<a href="#">Technology Plan Update Form</a>	<b>June 16, 2006</b>
<b>Filtering Certification</b>		
<i>Required annually for compliance with RSMo 182.255 and 182.287.</i>	<a href="#">Certification of Compliance Form</a>	<b>June 16, 2006</b>
<b>State Aid Certification</b>		
<i>Required annually to receive state aid funds approved by the Missouri General Assembly. Please note -- Each type of library district has a different form.</i>	<a href="#">View forms here</a> or request by mail. Forms must be completed, signed, notarized, and mailed.	<b>June 30, 2006</b>
<b>List of Trustees</b>		
<i>Required to verify information on state aid forms and update our mailing list</i>	<a href="#">View forms here</a> or request by mail.	<b>June 30, 2006</b>
<b>Statistical Report</b>		
<i>Required annually. Statistics are submitted to the Federal-State Cooperative System (FSCS) for public library data.</i>	Libraries should receive instructions, a sample survey form, login and password information in September. Libraries must submit their data through the online <i>Bibliostat Collect</i> program. Only libraries without Internet access or open fewer than 30 hours per week may submit a paper form by mail to the State Library.	<b>October 30, 2006</b>
<b>Summer Reading Program Evaluation</b>		
<i>Collected annually, to continue receiving Summer Reading Program materials from the state library.</i>	View form here or request by mail.	<b>September 8, 2006</b>